



Strategic Legal Fund – Project Manager

- Start date:** June 2017 – two year fixed term contract finishing May 2019
- Working Hours:** Part time post – 2 days per week. Applications for flexible working will be considered.
- Location:** Clerkenwell, Central London
- Reports to:** Chief Executive
- Annual leave:** 25 days per annum FTE (so 10 days per annum pro rata)
- Salary:** £26,000 to £28,000 (FTE) (so £10,400 to £11,200 pro rata) depending on skills and experience. Pension 5% of salary.

Applications on ILPA's standard form should be sent to claire.laizans@ilpa.org.uk no later than **9am on Monday 15th May 2017**. Forms can be downloaded from our website, www.ilpa.org.uk/jobs.html

Tests and interviews will be held on Friday 26th May 2017. Shortlisted candidates will be notified by Friday 19th May 2017. No CVs please. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association
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Purpose of job

The post-holder will have responsibility to oversee and coordinate the delivery of 'The Strategic Legal Fund'. The SLF supports strategic legal work which benefits vulnerable young migrants. The SLF funds strategic legal work in any area of law where vulnerable young migrants experience disadvantage or discrimination as a result of migration status.

The SLF only supports strategic legal work. This is defined as work where the impact is likely to go beyond an individual case, and to result in changes to law, policy and practice that will benefit a wider group of people. Applications must be to fund one of two kinds of strategic legal work:

- the research and development of cases pre-litigation including: gathering evidence to test a hypothesis or research to establish authorities' policy and practice, identifying potential plaintiffs/applicants/appellants; researching whether to proceed; translating relevant material; and evaluating a litigation strategy.
- third party "interventions" in existing cases, which allow a non-party intervener to assist the court in arriving in its decision in a case, acting as a friend of the court.

Main Tasks:

- To liaise with potential bidders including immigration practitioners, legal practitioners more generally and migrant community organisations across the UK
- To support the arrangement of workshops to encourage the submissions of bids for funding
- To establish and develop work with groups working in support of young migrants
- To manage and co-ordinate the meetings of the expert panel and the decision making panel.
- To manage the project budget and reporting requirements
- To manage the ongoing monitoring and evaluation, collecting available data evidencing outcomes and reporting it back to ILPA.
- Producing regular updates and periodic reports for ILPA

Person Specification

- A solid understanding of immigration and nationality law and policy in the UK, and the way in which they are likely to impact on young migrants
- A proven record of project management work and ideally a project management qualification such as Prince 2
- Experience of supporting applicants for grant funding
- Excellent written and oral communication skills
- Experience of coordinating grant making and engaging a wide range of stakeholders
- Good IT skills and competency in the use of office IT programmes and equipment, including the internet.